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RECORDS SERVICES DIVISION

1 FEBRUARY 1954

Plans, develops, and directs an Agency-wide Records Management Program throughout the Agency. Designs, supervises, initiates, and coordinates Agency administration, production, quantity, distribution, and supply.

Develops and disseminates directives, instructional, and training aids and provides technical assistance, training, and orientation

and technical training of program participants in the handling of records, records management, special project research, administrative procedures, etc.

Standardizes general policies, procedures and standards for records management throughout the Agency.

Determines essentiality and finally approves or disapproves requests, recommendations, authorizations, scheduling, and specifying where feasible, approves or disapproves requests, recommendations, authorizations, scheduling, and administrative instances presented by or referred from Headquarters, Area offices, and other forms, procedures, and instances. Assigns numbers, priorities, and sequence to records management production specifications and requirements for individual records.

Determines availability of force of other government agencies.

Publishes annual, alphabetical, and functional classification of records, and standard formats for classification of records.

Develops, installs, coordinates and maintains systems, equipment, and facilities for records management services.

Develops, installs, and maintains with field and headquarters offices, and plans, initiates, and coordinates phases of the program.

Develops and maintains forms to eliminate, consolidate, standardize, simplify, and improve existing forms.

Conducts special studies and research projects on forms and record management.

Improve management and use provides information for the development of records management policies and congressional requirements.

Maintains liaison with the Budget Office, particularly with respect to Bureau of the Budget's Office, particularly with respect to Bureau of the Budget's Office, particularly with respect to Bureau of the Budget's Office.

Represents the Agency on inter-governmental board and committees, and performs liaison work and functions to effect wider standardization of forms and procedures.

Maintains liaison with civilian industry relative to the design of documents and associated forms in connection with business machines as system requirements to keep abreast of recent technical developments and to assist in establishing realistic specifications.

RECORDS INSPECTION BRANCH

1 FEBRUARY 1954

Establishes standards for the development of an Agency records scheduling program, including: inventory and analysis, record control schedules, record retention schedules, and deletion. Convenes technical conferences and obtains Congressional authorizations.

Provides for the transfer of Agency records free of charge to the Records Center.

Stores and protects the Agency's permanent records.

Periodically disposes of those records in custody of the Center authorized for disposal.

Provides records service of permanent or long-time retention.

RECORDS CENTER BRANCH

1 FEBRUARY 1954

Plans, develops, and directs Records Center operations to meet the needs of operating offices and the Agency.

Provides for the transfer of Agency records free of charge to the Records Center.

Stores and protects the Agency's permanent records.

Periodically disposes of those records in custody of the Center authorized for disposal.

Provides records service of permanent or long-time retention.

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FORMS MANAGEMENT BRANCH

Develops, installs, coordinates and maintains systems, equipment, and facilities for records management throughout the Agency.

Develops, installs, and maintains with field and

RECORDS AND CORRESPONDENCE MANAGEMENT BRANCH

Develops specialized standards and guidelines for decentralized Records and Correspondence Management Programs throughout the Agency.

Develops, installs, and maintains systems, equipment, and techniques to insure that records provide adequate documentation of the organization, functions, and activities of the Agency, and essential transaction of Agency activities.

Develops, installs, and maintains with field and headquarters offices, and plans, initiates, and coordinates phases of the program.

Develops, installs, and maintains with field and

RECORDS SCHEDULING BRANCH

Develops, coordinates, and has technical responsibility for the development and maintenance of records scheduling programs and procedures, and techniques to insure that records provide adequate documentation of the organization, functions, and activities of the Agency, and essential transaction of Agency activities.

Develops, installs, and maintains with field and

RECORDS INSPECTION BRANCH

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